



United States Court of Appeals for the Fourth Circuit Career Opportunity

Librarian/Archivist

Announcement #: 2018-LA **Appointment:** Career/Fulltime
Location: Richmond, VA; Baltimore, MD; or Norfolk, VA
Grade/Salary: CL-27 to CL-28. Salary is commensurate with experience and qualifications and will include locality pay based on the location of the duty station. (Base pay range – CL-27: \$42,430-\$69,010; CL-28: \$50,880-\$82,680.)
Closing Date: Open until filled. To ensure consideration, submit application packages by August 1, 2018.

Position Overview

The Librarian/Archivist performs a full range of professional library research services for both internal and external patrons. The Librarian/Archivist is responsible for identifying, authenticating, organizing, and preserving materials of historical significance to the Fourth Circuit and serves under the direction of the Circuit Librarian.

Representative Duties

- Coordinate, administer, and advise in all aspects of identifying, organizing, and preserving court records, judge's papers, artifacts, and materials of historical significance to the circuit and judiciary.
- Establish and implement cataloging and classification policies and procedures in relation to collection development and archives management.
- Serve as a resource to members of the judiciary, the bar, historians, and the public researching the Court's historical materials. Conduct presentations and tours and other educational activities to further public understanding of the history of the Court.
- Research, develop, and obtain permissions for displays and exhibits relating to the Court's history.
- Other duties as necessary or assigned as well as some travel may be required.

Qualifications

Required Qualifications

- Applicants must have a master's degree in library and/or information science or museum studies; a MLS/MLIS from an ALA accredited library school is preferred.
- A minimum of two years of full-time progressively responsible and successful archives or museum experience.
- A comprehensive understanding of library operations and systems, including the SirsiDynix ILS or a similar system.
- Skills in the use of scanners, database applications, and other types of software.
- Excellent analytical skills, oral and written communication skills, and customer-service orientation.
- Additional desirable qualifications include vision, innovation, and initiative.

Employee Benefits

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan.

(similar to a 401(k) plan). The court offers a mass transit subsidy (budget dependent) in Richmond and Baltimore.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/sites/default/files/ao078.pdf> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email, and please note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

Conditions of Employment

Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.